

Business Tax Branch  
(703) 838-4680  
FAX (703) 519-3418



Tax Services &  
Enforcement Branch  
(703) 838-4570  
FAX (703) 548-6065

Personal Property Tax Branch  
(703) 838-4560  
FAX (703) 706-3996

DEPARTMENT OF FINANCE  
Revenue Division  
P.O. Box 178, Alexandria, Virginia 22313  
alexandriava.gov

Audit Unit  
(703) 838-6312  
FAX (703) 548-6065

## PERSONAL PROPERTY DISPOSITION FORM

### TAXPAYER'S NAME:

Please print (LAST) (FIRST) (MIDDLE INITIAL)

This is to certify that on \_\_\_\_\_, I  
(DATE)

- ☐ Moved out of the City of Alexandria. ☐ Sold my vehicle.  
☐ Junked my vehicle. ☐ Traded my vehicle.  
☐ Other (explain): \_\_\_\_\_ ☐ Gave my vehicle away.

VEHICLE INFORMATION: MAKE: \_\_\_\_\_ YEAR: \_\_\_\_\_

MODEL: \_\_\_\_\_ VEHICLE I.D. NUMBER (VIN): \_\_\_\_\_

GENERAL INFORMATION: SOCIAL SECURITY NUMBER: \_\_\_\_\_

TELEPHONE: (HOME) \_\_\_\_\_ (OFFICE) \_\_\_\_\_

OLD ADDRESS: \_\_\_\_\_

NEW ADDRESS: \_\_\_\_\_

### VEHICLE TAX RELIEF CERTIFICATION

Effective January 1, 2003, vehicle owners must certify the use of a vehicle to be either personal or business on an annual basis. Failure to certify qualifying vehicles for tax relief provided by the Personal Property Tax Relief Act of 1998 will result in the loss of the tax reduction on your tax bill.

- Vehicle is used more than 50% for business purposes ☐  
Vehicle is used less than 50% for business purposes ☐  
Vehicle is used for personal use only ☐

I certify that unless otherwise indicated as business use, the vehicle(s) listed herein are for personal use.

\_\_\_\_\_  
Signature of Taxpayer

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FOR OFFICIAL USE ONLY: Old Property Account Number \_\_\_\_\_

NEW PROPERTY ACCOUNT NUMBER: \_\_\_\_\_

TRANSFER OF DECAL: ☐ YES ☐ NO IF YES, OLD DECAL # \_\_\_\_\_